

Message

**From:** Iwanicki, Richard (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=RICHARD.IWANICKI717]  
**Sent:** 11/30/2012 6:11:39 PM  
**To:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]  
**Subject:** FW: CJIS nexTEST - ALL FSG Employees  
**Attachments:** Log In Instructions for taking the CJIS nexTest (4).doc 3-13-12..doc

Hi James,

There seems to be some issues in logging into the testing environment from the Amherst Lab site. MIS and GHQ are aware of these issues and working to resolve them.

Your account has been created.

USER NAME: [REDACTED]

PASSWORD : [REDACTED]

I have attached Log in instructions. You may review and refer to the reference material during the exam. There is no time limit to the exam.

Upon passing the exam you may print out a certificate of completion \*\*. If you fail the exam there is a 24 hour lockout period and on your next try you may be presented with different questions.

\*\*If you are required by ASCLD or ISO please print the certificate of completion and forward to your respective QA contact.

If you have any questions call me at 978-451-3533.

Thanks,  
Tpr Iwanicki  
CJIS Rep

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**From:** Iwanicki, Richard (POL)  
**Sent:** Wednesday, November 21, 2012 12:25 PM  
**To:** Testa, Gina (POL); Zanolli, Janice (DPH); Hanchett, James (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Corbett, Kate (DPH); Frasca, Daniela (DPH); Farak, Sonja (DPH); Renczkowski, Daniel (DPH); Salem, Sharon (DPH); Salemi, Charles (DPH); Sprague, Shirley (DPH); Tran, Mai (DPH); Saunders, Della (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Glazer, Lisa (DPH); Haggerty, Brenda (POL); Pontes, Rebecca (DPH); Mora, Samantha (POL); O'Brien, Elisabeth (DPH)  
**Subject:** FW: CJIS nexTEST - ALL FSG Employees

Hi All,

Per Major Connolly's directive on 7-8-10 (See Below) all FSG staff are required to take Criminal Justice Information System NEXTest.

It has been determined that you have not had a NEXTest account established.

Please send me a return e-mail to advise me of the following information so a NEXTest account may be created:

Your Name (including middle initial), Assigned laboratory location, your current section assignment, and your MSP Civilian number (Ex MSPC1234).

Once I have the above information, I will send you an e-mail when the account is established. Once you have access to your NEXTest testing account you will be able to access and complete the exam. This exam involves policies on the release of information related to criminal information.

If you have any questions you may e-mail me or call me at 978-451-3533.

Thank You,  
Tpr Richard Iwanicki  
MSP Forensic Services Group  
CJIS Rep

**From:** Connolly, James M.  
**Sent:** Thursday, July 08, 2010 10:23 AM  
**To:** Crimelab-allusers  
**Subject:** CJIS nexTEST

TO: ALL FSG Employees (Civilian and Sworn):

RE: CJIS nexTEST

After a request to CJIS for clarification regarding who within the Forensic Services Group (FSG) is required to take the CJIS nexTEST they have indicated that due to the unique and common access to CJIS information within the entire FSG ALL FSG employees, both civilian and sworn are required to take and pass this exam by July 31, 2010.

CJIS User Accounts have been established for all civilian FSG Employees using their Department Identification "C" (civilian) numbers. In the case of civilian personnel, your user account logon is your C# in the format of "C" followed by the number assigned to you. Do not add any digits beyond that assigned to you.

Passwords for civilian personnel are as follows: First letter of your first name **capitalized**, followed by your last name in all lower case, followed by "2010". Do not add any dashes, apostrophes, or other characters that may exist in your last name, nor should you use the spacebar. Example password for Paul Petrino = Ppetrino2010.

In the case of sworn personnel please use your existing CJIS logon info.

Please refer to the text below for accessing the CJIS nexTEST. Any logon issues please direct to Tpr. Richard Iwanicki through email at: [Richard.iwanicki@pol.state.ma.us](mailto:Richard.iwanicki@pol.state.ma.us) or via telephone at: (978) 451-3533.

**\*\*If you are required by ASCLD or ISO please print the certificate of completion and forward to your respective QA contact.**

This is a reminder that everyone who is required to take the CJIS nexTEST must do so by July 31, 2010. To date, 43% of users have successfully completed the test.

As stated in the June 10th "All Users" email, this is to comply with the FBI CJIS Division Security requirements, the state CJIS requires that all individuals who have access to, or utilize CJIS information complete a mandatory CJIS certification test. This test, called "nexTEST", is now online and is required to be completed every two years. This new requirement applies regardless of your current CJIS certification status.

Once again, all departmental personnel that fall under this requirement (have access to, or utilize CJIS information) must complete the online testing by July 31<sup>st</sup>, 2010.

Instructions for accessing the CJIS nexTEST may be found by following these steps:

1. Go to the MASP Page,
2. Click on the Docushare link,
3. Click on the Bulletins folder,
4. Click on the CJIS nexTEST Instructions folder,
5. Open the PDF document labeled CJIS nexTEST Login Instructions.

If you cannot login to take the CJIS nexTEST please call the MIS Help Desk at 1-508-820-2690.

Major James M. Connolly  
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124 Acton Street  
Maynard, Ma 01754  
978-451-3324  
[james.connolly@pol.state.ma.us](mailto:james.connolly@pol.state.ma.us)